**TEMPLATE 12 - INCIDENT/ACCIDENT REPORTING FORM**

***This form should be used to record any incidents or accidents that occur at your club***

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| **Your Name:** | **Young Person’s Name:** |
| **Your Role:** | **Team:** |
| **Your Contact Number:****Address:** |
| **Details of Incident (**include description of any injuries**)****Date/Time of Incident:** |
| **Have the parents/carers been notified?** **If yes, what has been agreed?** | **Parent/Carer Name:** |
| **Has the incident been fully dealt with? How?** |
| **Is any further action needed? Yes/No** |

***This form should be kept for a minimum of 3 years, unless the individual involved leaves the club***